

ArchiTrunk Loan Agreement

Dear Teacher:

Thank you for reserving the *ArchiTrunk: Alabama History Teaching kit*. You are requested to pay shipping by UPS, to and from your school (unless other arrangements are made). You can pay by check or your school's UPS account can be charged by including the account number below. Or you can pick up and return the ArchiTrunk at no charge.

Your fees are summarized below. To help ensure that your payment is properly credited, please **return this invoice** with payment or your School's UPS account number. Your check or money order for the full amount due should be made payable to *Alabama Department of Archives and History* (Attention: Sherrie Hamil, 624 Washington Ave., P.O. Box 300100, Montgomery, AL 36130-0100). Contact info: phone 334/353-4712, or sherrie.hamilton@archives.alabama.gov).

Trunks are loaned for a one-week period.

ArchiTrunk Title: Southeastern American Indians of Alabama	
Dates reserved:	
Shipping, insurance, and handling fee	\$25.00
BALANCE DUE	\$ 25.00
OR, Using School UPS account: Once date is confirmed, School contacts UPS for a pick-up at Archives (Insure for a value of \$500).	
OR: In-person Pick up: Date Teacher will pick up: _____ Date Teacher will return trunk: _____	

RETURN:

To return ArchiTrunk to the Archives pay UPS for Shipping (insure for a value of \$500) and return to the address above.

Name _____ Phone No _____

School _____ Home No _____

Address _____ Cell No _____

_____ E-mail _____

I understand that by borrowing the above item(s) I am responsible for its safe and prompt return to the Alabama Department of Archives and History. I accept full responsibility for the repair or replacement of the item(s) loaned to me if damaged or stolen. Also, I understand the Alabama Department of Archives and History will not be held responsible for injury to anyone using materials in the trunk.

Signed _____ Date _____